

OGC Has Reviewed

PREPARATION OF STANDARD FORM 1130, TIME AND ATTENDANCE REPORT

In order to maintain uniformity throughout the Agency and to conform to existing rules and regulations, an audit will be made of the Time and Attendance Reports currently submitted. Therefore, to permit the Pay Roll Division, Fiscal Branch, to perform this function satisfactorily, all Forms 1130 must be uniformly and accurately completed.

Attached is a sample Form 1130, bearing numbers, in parentheses, to which the following applies:

- (1) Name of employee (typewritten - or printed in ink - last name first). Arrange in alphabetical order before forwarding to the Pay Roll Division.
 - (2) Name of Branch or Office, showing Division, Section or other reporting Unit.
 - (3) Agency.
 - (4) Reporting period.
 - (5) The column headed "Total Hours" will be left blank if the employee is performing a regular established tour of duty. If duty is performed on an irregular basis, or if an employee goes on leave, the "Total Hours" block is to be completed. Do not use the spaces provided after the captions "First Week Total", and "Second Week Total".
- After the caption "Pay Period Total", insert the totals applicable to the period, i.e., total the column headed "Regular", "O/T", etc.

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(6) Time worked - under the column headed "Regular" insert the number of hours of regular time in a pay status. Hours in a pay status must always be shown as 80 hours for a two week period if the employee is to receive a full two weeks pay. Therefore, when an employee is in an annual, sick, or compensatory leave status, the column headed "Regular" will show 8 hours for that day and the type of leave taken will be recorded in the pertinent "Compensatory" or "Sick" or "Annual" column. The column headed "Regular" will show less than 80 hours for a two week period when an employee is absent without leave or in a Leave Without Pay status, in which case appropriate information will be recorded in the applicable column. Under the column headed "N/D" insert the number of hours of night duty worked. Whenever an employee performs a regularly scheduled tour of duty which falls partially or fully between the hours of 6:00 P.M. and 6:00 A.M., Standard Time, an additional 10% of his base pay will be allowed for services rendered during said hours. The Time and Attendance Report must indicate the employee's tour of duty in terms of Standard Time whenever a night differential is claimed. Night differential cannot be claimed for time used in obtaining meals. Under the column headed "O/T" insert the number of hours of

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overtime worked and in the remarks column show the inclusive hours of such overtime. The employee performing overtime must initial in the proper space for all overtime work.

When an employee works on a holiday and is entitled to holiday pay, the column between "O/T" and "Compensatory" should be headed "Holiday" and the number of hours the employee actually worked shown.

Under the first column headed "Compensatory", insert the number of hours of compensatory leave earned. The "Remarks" column must reflect the inclusive hours of all compensatory work. The employee must initial all such time worked since his initials are the only means of determining that an election to take compensatory time off in lieu of overtime compensation has been made. An election may not be subsequently changed.

(7) Time absent - Under the columns headed "Compensatory", "AWOL", "LWOP", "Sick" and "Annual", insert the number of hours the employee is absent.

The column headed "AWOL" must show the number of hours an employee was on unauthorized leave and the "Remarks" column must reflect disciplinary action to be taken. In case of disciplinary action, copies of all correspondence pertaining to the case must be furnished the Pay Roll Division in support of the Form 1130.

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Under the column headed "Other" insert the number of hours an employee is on court or military leave or leave for election purposes, making the proper notation at the top of the column.

(8) Under the column headed "Initials", the employee must place his initials opposite the day(s) involved, certifying to overtime or compensatory time worked and any absence during the pay period. An internal system should be installed in each reporting office to require individuals taking leave or performing overtime or compensatory duty to report promptly to the designated Time and Attendance Clerk for the purpose of initialing or signing Standard Form 1130. In case of absence due to illness, the "Certification for Sick Leave" must be signed by the employee as his name appears on the pay roll. When sick leave is in excess of three days, the certificate on the reverse of Standard Form 71, "Application for Leave" must be executed by a physician or practitioner. When a certificate is not obtained, an explanatory statement must be inserted under "Remarks" to show the reason for failure to secure a certificate. When Form 71 has been properly executed, it should be attached to the applicable Time and Attendance Report for transmittal to the Pay Roll Division. Annual leave should be applied for in advance. Attention is directed to the importance of having employees

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initial, or sign name in full, as required, for all leave taken. Initials or signatures are the only means by which it can be verified that an employee has taken leave, should he at some future time dispute leave charged against his leave account. In the absence of initials or signature, the Pay Roll Division will hold that the charge must stand as reported and information will be given as to the name of the Time and Attendance Clerk who reported the charge. If an employee is unable to sign or initial the Time and Attendance Report prior to forwarding it to the Pay Roll Division, the Time and Attendance Clerk should place a notation "Form 71 to follow" in the "Remarks" column of Form 1130 and secure a Form 71, properly completed by the individual involved, showing type of leave, with applicable hours and dates. The Form 71 should be approved by a responsible official of the branch or office and forwarded to the Pay Roll Division where it will be attached to the applicable Form 1130. Prior to the required date for forwarding Forms 1130 to the Pay Roll Division, the Time and Attendance Clerk should make a thorough review of each document.

(9) The officially designated Time and Attendance Clerk must certify to the correctness of the Time and Attendance Report,

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showing his telephone extension above his signature.

(10) In this column record the employee's tour of duty if other than 0830 to 1700.

(11) Record in this column any explanations, unusual adjustments, or uncommon tours of duty.